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ABSTRACT

This manual, designed especially for women but applicable to men as well, is aimed at helping the reader to find a job/career suited to individual talents, education, and needs. It takes a step-by-step approach from self-appraisal to appraisal of the job market to looking for and securing a specific job. The 10 sections of the guidebook lead the reader through a self-assessment (with self-profile forms provided) to a look at employment opportunities, to setting job targets and career goals. Other sections give practical tips for marketing oneself--writing resumes, job application, and letters, making a good impression, handling job interviews, and finally, getting the "almost perfect" job. An annotated bibliography on job hunting and career planning is included. (KC)

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SUIT YOURSELF

shopping for a job

by Roberta Kaplan

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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A Non-Profit Women's Employment Resource Center
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Wider Opportunities for Women is a nonprofit tax-exempt employment resource organization for women. Since 1964, WOW has pioneered ways to gain equal employment opportunities for women. Current programs include:

- Women's Work Force (a national advocacy network of women's employment programs);
- WOW's Nontraditional Work Programs (to train and place women in skilled nontraditional jobs — electro-mechanics, electronics, auto mechanics, carpentry);
- the WOW Work Center (career development and job search for women);
- a Displaced Homemakers Program;
- employment services for minority deaf women; and
- job counseling for public service employees.

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Working on Working session

EXTENDING CREDIT

For more than 16 years, Wider Opportunities for Women, Inc. has run programs and worked on issues related to women and employment. This handbook on how to find a job was built on the collective research and practical experience of dozens of WOW staff and thousands of job hunters who have been at WOW over the years.

In the Work Center and WOW's numerous training programs, women have shared their first-hand experience and knowledge of the job market. They have lent support and assistance to each other and, in so doing, have confirmed the validity of the job-finding process outlined in this book. To these women of WOW, I extend my thanks for sharing their information, ideas and experience. In addition, I would like to offer a special word of appreciation to Gladys Lee, Elaine Libit, Avril Madison and Gale Wood, whose ideas and materials were extremely helpful, and to Elizabeth Kerr for her sensitive and sensible editing.

The inspiration for this effort came from a very special woman, Phoebe Taylor, and from "Working on Working," which she created and led. In these weekly lunch-hour sessions for job hunters at WOW, the process outlined in this manual was shared, tested and affirmed. On behalf of the hundreds of women who profited from her wisdom and wit—and those who continue to learn from "Working on Working" today—we dedicate this book in memory of Phoebe.

R.K.

Washington, July, 1980

There are ***jobs.***
You can get one. You can handle it.

INTRODUCTION

Face it—looking for a job is a drag. Your head hurts from reading the ads. Your feet hurt from walking from one office to another. Your ears hurt from hearing "no" too often. And your pride ends up in the pits because no one calls you back. Before long you're sure there aren't any jobs, and that no one would hire you anyway, and that even if someone gave you a job, you couldn't do it. That's the bad news.

Now for the good news. There *are* jobs. You can get one. You can handle it. Finding the right job can even be fun—once you know how to use the system. (It also helps if your shoes fit.)

If you really want to find a good job, this book can show you how. But it won't be easy —or quick. We expect you to do a lot of hard work in the next few weeks — or even months.

You will have down times (everyone does), and you will want to give up. Please don't.

The kind of job hunt explained in this book may sound like a waste of time. It isn't. In fact, it may save you from wasting your life.

In this book we have compared finding a job with buying new clothes. Now, you may not care much about clothes, but we think this example makes the job-finding system easier to understand. And understanding the system is important, because it works.

We also think job hunting our way is easier if you can do it with other people. If you have two or three friends who also want a job, you can work through this book together. You can help each other. And you can cheer each other up along the way.

We'll cheer for you, too.

Stock Up for Your Job Search

Look through the section at the back of this handbook called *Profile: Picture Yourself Working*. It has forms to fill out as you work through this book. Take *Profile* to a xeroxing or copy service and get at least three more copies of each form. Get 10 extra copies of Profile D. If there's no copy service near you, you can make up your own forms, using these as models or changing them to suit your needs.

In addition, it will help to have some job-search supplies:

1. A small, thick notebook (5 × 7) for listing names of people to see. Use half a page for each person or place you list.
2. Plain white paper (8½ × 11) for business letters. Matching envelopes. Pens with dark blue or black ink.
3. File folders or an accordian file with sections for copies of letters, job applications, resumes and personal business papers.
4. Use of a typewriter, if possible.
5. A six-month supply of carfare, postage stamps—and patience.
6. A sense of humor.
7. Friends.
8. Comfortable shoes.

Take stock of what you've got, what you need and what you want.

SUIT YOURSELF

A new job is like a new suit. It should be a good fit—not too big or too small. It should bring out your strong points and make you feel—and look—your best. A job, like a suit, should wear well and not fall apart or go out of style too quickly. Finally, both a job and a suit should be a good investment. Will this suit really improve your wardrobe? Will that job really advance your career? Before you decide on either, it pays to take stock of what you've got, what you need, and what you want.

GETTING IN SHAPE: CAREER PLANS

When the weather starts to change, it's time to go through your closet, try on last year's clothes and see what still fits. Maybe you just need a new jacket to go with the pants you got on sale last year. Maybe you've outgrown your old clothes and need—or want—a whole new look.

So you go window shopping or talk with friends about what new fashions are in—what old ones are out. You scan the ads and check the stores for new styles and prices. You decide how much to spend. By the time you're ready to buy, you know what you've got and what you need to go with it. You know what you want, where to look for it, and how much to pay.

Getting your career in shape involves the same steps. Your life can change just like the seasons. Prices go up—so you go to work to pay the rent. Your job ends, and you have to find another—or another line of work. You outgrow your job and wish you could find a new one—or even a new career.

But before you go out shopping for a job, you need to take stock of what you've got inside—your skills, experience, strong points. You need to think about what you want and like in a job. After all, *you're likely to be working for 40 years.* So it makes sense to go after a career you'll enjoy.

Once you've sized up yourself in terms of a job, you need to size up the job market. By shopping around you can find out about the kinds of work that suit you and where you'd fit. It takes time—and it's tough to do. But it may stop you from ending up in a boring job for the next 40 years. *Watching a clock for those 80,000 hours is tough, too.*

1. CLOSET CLEANING: AN INSIDE JOB ON YOUR CAREER

If you're shy or scared of applying for jobs, you can start your search at home. First, set up your own personal files. You will need some of these records when you apply for jobs. Others will help you write a resume (more on that later). Get these together where you can find them easily:

- Social Security card. Carry one with you; file one.
- Birth certificate or proof of citizenship.
- Completed Profile (You'll learn how in this book.)
- References *(Profile J.)*
- List of every place you've lived and when. Some jobs require this information for security clearance. *(Profile K.)*

Setting up these files is like cleaning your closet. But closet cleaning is only part of getting your wardrobe in shape for a new season. You also need to try on your clothes to see which ones fit, which need altering or mending, and which should be thrown out.

To get your career in shape, you need to go through your job skills to see which ones are in good shape, which need improving, and which should be ruled out. This means taking a close look at what you can do well and what you like to do. Here are some exercises to help you sort your skills and build a profile or picture, of yourself in a job.

Your Profile . . . Picture Yourself Working

To find a job you'll like, you have to know what you like to do. Here's a way to find out. You will be using the Profile Section and the extra copies of each form.

Your Strong Points—Profiles A, B, C

First, on Profile A, take 15 minutes and write down as many things as you can think of that you have really enjoyed doing (like teaching your niece how to cook, fixing a flat tire, or making the basketball team). Put in things that made you feel proud of yourself. They can be every-day items, like getting a fancy new dance routine just right, turning out a perfect chocolate cake or fixing a broken screen door. Don't worry if they sound dumb. Write down at least 15 items before you quit. Try to think of more.

Next, give your list to a friend and ask her to tell you what the list shows about the kind of person you are, or what you can do well. See if she picks out skills that link up with a job. You can do this with several friends if you like. (You may think this sounds silly, but it can help you learn something new about yourself or what you can do. And that's not silly—that's smart.)

Now go back over your list. On Profile B, write down what you liked about each item. For example, suppose "making a suit" is on the list. You might have enjoyed that because:

- you like using machines
- you're good at figuring out directions
- you like making something attractive—or useful
- you saved money
- you're good with small details or tools
- you like doing one project with many steps
- you like getting compliments on what you make
- you like to work with your hands
- you are patient and can work on something until you do it right
- you can work without someone telling you what to do at each step

Knowing why you enjoy doing certain things helps you understand your talents and skills. You will begin to see what you do best, what your strong points are. For example, your list of things you enjoyed doing will have different activities (like organizing a class picnic, being president of the youth choir, giving a surprise party for your sister). But you may have liked doing these things for the same reasons (because you're good at getting others to help with a project, or you like working with a group rather than by yourself, or you enjoy planning things).

These are all skills that can fit into jobs. For example, many jobs need people who are good at getting others to help out, or planning what needs to be done, or working with a group to carry out a plan.

As you work through your list, look for your strong points and write them down on Profile C. They will interest employers. Keep your list and add to it as you discover new strengths. This will help you when you start applying for jobs.

Your Measurements—Profiles D and E

The next step in getting a picture of yourself working is to describe what you have done—and can do well. Begin by listing every job (paid or unpaid) that you have had. Don't forget babysitting, delivering papers, or jobs you did in school, for your church or a club. Put in the little details employers want to know, like dates, names and pay. Then look back at what you did in each job and describe it so new employers will know what you can do for them. For example, suppose you worked as a clerk/typist one summer. Your job description might look like the one on page 12.

When you work on this, use copies of Profile D. *Spend the most time on picking out what you did well and how you could tell.* For example, if you were a sales clerk, you served customers, handled cash, and made sales. But how many people did you serve in a day, a week or a month? Did you serve more than other sales clerks? Did you make more sales during the last month you worked than the first because you got better at it? If so, you might describe your work like this: Increased sales from $70 to $100 a day within a month; served 25 customers a day, more than any other person in my department; was promoted from sales clerk to assistant manager within one year. Even if you can't remember anything special, *it helps to mention numbers.*

Take stock of what you've got inside—***your skills, experience, strong points.***

PROFILE D—SAMPLE

ON THE JOB

Make about 10 extra copies of this form before you write on it. You will need one for every job you have had--and then some. Start with the job you had most recently and work backwards in time. Don't forget to include jobs you did without pay. Use a new page for each job.

Job title Clerk/Typist, Public Relations Dept. From 6/79 To 6/80

Employer Bernice Jones (Supervisor) Asst. Director, Public Relations (Title)

Fantastic Foods, Inc. (Name of Company)

111 Oak Hill Drive, Fun City, MD. 20346 (Address)

(301) 468-3232 (Telephone Number) $120 per week (Salary)

Job Duties (What I Did)	How Well I Did This
Typed + proofread ad copy, press releases, letters, brochures	Accurate at 60 wpm; reduced printers' costs for author's changes 10%
Maintained dept. files of press clips, contracts, copy + correspondence	Able to find things quickly; files used by 5 people, with few problems
Answered phones for 5 staff	No complaints of slow or sloppy service
Covered company switchboard in emergencies (4 depts. + 50 staff)	No complaints, even at busiest hours
Handled bulk mailings of ads to 300 retail outlets in 2 state area	Met deadlines; reduced rate of returns

Special talents or personal qualities needed to do this job:

Calm under pressure; meet deadlines by advance planning; speak clearly + politely; keep track of many different projects + people at one time; follow directions well; proofread carefully-good eye for mistakes.

For every job you did, write down the skills it took to do it. For example, sales clerks must be good at making change and dealing with money. They should enjoy meeting different kinds of people and dealing with them politely. They should learn about what they are selling so they can answer questions or find the right items quickly.

Think back on the jobs you have done. What did it take to do them well? How did you know when you succeeded?

Then on Profile E, write down the information about your training, education and skills.

Your Tastes—Profiles F and G

Just because you've done something doesn't mean you want (or have) to keep on doing it forever. You may be a great typist—but hate the idea of working in an office. Before you look for a job, decide what you want from your work besides a paycheck.

First, look back over every job you have had. (Don't forget the ones you did without pay.) On Profile F write down what you did not like about those jobs.

When you have done this, go back through your list and note *why* you disliked each item. Did your dislike come from a person, the working conditions, or the task itself?

Maybe you would have liked delivering newspapers if you had had a different boss. Maybe you liked your boss, but did not like keeping track of many different customers. Or maybe you didn't like dealing with complaints.

Take time now to figure out what you disliked about your past jobs. It will tell you what to stay away from in your next job.

Now, read over Profiles C, D and E. Note the skills you would like to use in a new job and list them on Profile G. Put an X beside skills that need improvement. Later on, you can look for training programs, classes or jobs that will help you improve these skills or gain new ones.

Your Rewards

Next, think about what else would make you happy about your work. Pay isn't the only pay-off in a job. Work can be rewarding in many ways. Look at the list of rewards on the next page. Which of these are most important to you?

As you explore new jobs, find out which ones will give you the rewards that are most important to you. Come back to this checklist while you are deciding which career is the right one.

Your Style

Working conditions on a job do make a difference, but only a small one. A pretty office will not make you happy if you're bored by what you do all day. Still, it helps to think about jobs that suit your style. For example:

WHERE would you like to work?

- ☐ outdoors
- ☐ inside
- ☐ in a quiet place
- ☐ in a busy place
- ☐ in one building
- ☐ moving around the city
- ☐ traveling around the country—or the world
- ☐ near your house
- ☐ far away from home

WHEN would you like to work?

- ☐ the same days each week
- ☐ different days each week
- ☐ regular hours
- ☐ changing hours
- ☐ daytime only
- ☐ at night

HOW do you like to work?

- ☐ at new or different tasks each day
- ☐ at the same tasks each day
- ☐ by yourself
- ☐ with a few other people
- ☐ with lots of other people
- ☐ dressed up
- ☐ in casual clothes
- ☐ sitting down
- ☐ moving around

Keep this list in mind when you visit places people work. That's a great time to see which places suit your style.

Work can be rewarding in many ways.

REWARDS WE GET FROM WORK

☐ learning new skills	☐ being a leader
☐ meeting new people	☐ being part of a team
☐ earning the respect of others	☐ making money
☐ becoming well-known	☐ improving your community
☐ helping other people	☐ seeing results of your work
☐ taking risks	☐ competing with others
☐ getting people to do what needs to be done	☐ finding answers to questions
☐ working for a cause	☐ working out problems
☐ designing new products	☐ making new products

Find out what your choices are.

2. WINDOW SHOPPING: TAKING A LOOK AT THE JOB MARKET

Have you ever bought something and wished you hadn't? Maybe you paid too much. Or you didn't take time to try it on and later found that it didn't fit right. Sometimes a store will make an exchange or give you your money back. Sometimes you end up wearing something only once because the fit is wrong or you don't like the style.

Shopping around can help you avoid hassles like these. Face it—when you're just looking, you don't spend all your money and still end up with "nothing to wear." It pays to window shop, to read the ads, and to talk to your friends about new styles and where to find them. You may save a bundle by comparing prices at several stores. You may find more bargains if you ask questions, read labels and try things on before you buy.

Getting a good buy in the job market requires the same advance work. You need to find out what your choices are. What fields have a future? What jobs are already outdated? What are the salary ranges? What are the chances of moving up? What does it take to qualify for a job or to enter a career field? What are the good and bad sides of a job or a career?

Most people do their best work when they enjoy what they are doing.

You can find out about the job market the same way you keep up with the fashion news. Reading newspapers and magazines (the ads, local news and business sections) will help. Libraries and schools have stacks of books on careers. You can also talk to friends and friends of friends about their work. You can visit employers and ask questions about opportunities in their field. You can even "try on" a job by doing temporary work or by volunteering to see if the field interests you.

The more you learn about a lot of jobs, the better your chances of finding one that suits you. The next few pages explain how to window shop for a career. Try it. Or you might end up in a job you can't stand. A lot of folks do.

The Job Market: Just Lookin'

How many different kinds of jobs can you name? Fifty? A hundred? Five hundred? In the U.S. alone, there are more than 25 thousand kinds of jobs, and new ones appear every year.

As an example, take running. How many people do you know who are into jogging? What does that have to do with getting a job? Think about it: when running became very popular, there were jobs for people to design, make, advertise and sell jogging shoes, warm-up suits and tee shirts. There were jobs for people to teach others how to run without getting hurt or having a heart attack. There were jobs for people to write and print magazines and books about jogging, or to plan races and contests for runners.

The job market can change whenever a new product appears in the stores or a new problem needs to be worked out. In fact, more than one-third of all the jobs that people will take in the year 1990 have not been invented yet. So where will you be working in 1985? or 2005?

To find where you fit in the world of work, look first at what you like. *Most people do their best work when they enjoy what they're doing*. Employers like to hire applicants who are interested in the company and the work. Therefore, success often comes from knowing what you like to do and finding out where you can do it.

From your earlier work in this book, you know something about your interests and skills. Now it's time to find out about the job market. Start with an area that really interests you. On a piece of paper, make a list of jobs that have something to do with that interest. Write down *every* job you can think of, not just ones you want to do or can do. For example, suppose you have a green thumb and like to work with plants. Your list of *jobs* might look like the one on page 17.

When you can't think of any more jobs, start a list of *places* that have something to do with your area of interest. Your second list will look like the one at the bottom of page 17. Ask your family and friends for ideas to add to your lists.

JOBS that have something to do with plants and trees

- sell plants *(street vendor, flower shop, garden center, nursery)*
- sell plants wholesale *(to florists, street vendors, department stores)*
- deliver plants and flowers by truck
- arrange flowers for weddings, banquets, funerals, parties
- arrange dried flowers and plants for home, office decorations
- dry and package blossoms and herbs
- run a plant-sitting business for people who travel
- run a "rent-a-plant" service for offices and businesses
- study plants or flowers for a laboratory, museum or university
- write about plants or flowers
- do drawings for books about plants or flowers
- take photos of plants or flowers for books, magazines, catalogs
- grow, care for and sell flowers for commercial purposes[1]
- grow, care for grasses for lawns, golf courses, parks, playgrounds, public greens[2]
- select, plant, feed and care for trees on private and public lands, parks and along highways[3]
- plan, plant, care for, harvest and sell field crops *(grain, cotton)*
- plant, prune, harvest and market fruits, nuts and berries for commercial purposes[4]
- design gardens, outdoor spaces, lawns around private and public buildings[5]
- take out tree stumps, cut down trees, prune trees, move trees
- grow and sell herbs or plants in small shop *(own your own)*
- care for gardens and lawns in a public park or garden
- do experiments to improve seeds and plants, and to develop new ones
- teach people how to grow and care for plants or flowers

Did you know that a person who does this work is called a

1. floriculture technician
2. nursery operation technician
3. arboriculture technician
4. orchard and vineyard technician
5. landscape architect

For more information, you can check under these and other job titles in the *Dictionary of Occupational Titles*. Ask your librarian to help you!

For more information about your choices, check the Dictionary of Occupational Titles. Ask your librarian to help you.

PLACES that have something to do with plants and trees

- national or local parks and playgrounds
- public or private clubs, gardens, hotels and resorts, sports fields
- florist shops and garden centers *(retailers)*
- nurseries and greenhouses *(wholesalers)*
- zoos
- publishers of plant and flower catalogs, books or magazines
- factories that make tools or equipment for gardening and farming
- vegetable farms
- fruit orchards
- vineyards and wineries
- national or local groups interested in plants, like:
  - National Potato Council
  - American Orchid Society
  - The National Audubon Society
  - National Peach Council
  - National Christmas Tree Association
  - Hop Growers of America

Where to Look—Profile H

Using your two lists of jobs and places, you can begin to explore the job market. Your list of *jobs* will suggest possible jobs to find out about, jobs directly related to something that interests you. For example, if you like trees, you might want to learn what it takes to be a tree surgeon.

Your list of *places* will suggest where to go to learn what jobs are done in the area that interests you. For example, you may find jobs for accountants, secretaries, or truck drivers in tree nurseries or parks. If you love plants, you might be happier as a bookkeeper in a garden center rather than in an automobile repair shop.

Before you hit the street, however, you need to make your job-shopping list. First, read through your list of jobs and cross out any you *know* are *not* for you. If you know a job has sides to it that you have strongly disliked in past jobs, you can rule it out. Use your Forget List (Profile F) to help you check for trouble-spots. But don't rule out any job unless you are *sure* it does not suit you. And don't leave out jobs that used to be "women's work" or "a man's job," because today, "the best man for the job may be a woman."

On Profile H, write down all the jobs from your list that *sound* interesting, even if you are not qualified for them now. Be sure to include those you don't know anything about. You may not even know what to call the job, but if it appeals to you, describe it on Profile H.

Now go back over this list and check Column One after any job you think you could do right now. Check Column Two after any job you think you could do with more training. This will give you two groups of jobs to explore: first, the jobs you can do right now; second, those you might do in the future (they may become your long-range career goals). If you run out of jobs to explore, you can start finding out what jobs are done in *places* that interest you.

Checking Out Your Choices

What you have to do now is learn everything you can about the jobs on your lists. You can do this by reading about them and by talking to people who do them.

Your goal is to find out:

- *what kind of job suits you best;*
- *what you must be able to do to get it;*
- *where you might be hired for it.*

You may need to find out what to call some of the jobs on your lists. For example, maybe you think you would like to be the person who *cares for lawns in the parks in your town.*

To find out the job's title, you can ask a librarian for help. Or you can call up the personnel department of your local park service and ask what they call the person who takes care of lawns.

Once you have a job title, you can dig up things to read about that job. Look for information that will help you decide whether it is right for you. Keep in mind the things you disliked in past jobs and what you would like in your next one. The questions on page 23, "Finding Out About Jobs," can also help you pick up useful details from your reading. When you read, look for names of people you can talk to or places you can visit. Keep a list in your notebook of those names, addresses and phone numbers as you find them.

Here are some places to look for information on careers and jobs:

- School or public libraries—*tell the librarian what you're looking for and ask her to help you find it.*
- Your state employment office—*they often have free booklets about jobs and careers.*
- Youth, community or women's centers—*call first to find out if they have any career information.*
- Local clubs related to your interest—*look in the Yellow Pages under "Associations" or topics related to your interest for names of places to write or visit for information.*
- National organizations related to your interest—*get names of groups from people in the field. Ask a librarian for help in locating such groups. There are national directories that list them.*
- Newspapers and magazines—*look for stories about jobs and people in careers related to your interest.*
- *The Occupational Outlook Handbook* and *Dictionary of Occupational Titles*—*they're in most libraries. Find out how to use them, and other books like them.*

All this reading may not sound like a job hunt, but it is. It gives you new ideas about the world of work. The more you read, the more you will know about which jobs suit you, which don't. You will rule out some jobs on your list and find new ones to explore.

Gathering Names and Going Places

However, *if you really want to check out a career, you must visit places where the work gets done and talk with folks who do it.* To do this, you need names. You may have listed some from your reading. Here's how to get more:

Start with the phone book. Check the *Yellow Pages* under topics that relate to your career interest. Your own list of places may also suggest where to locate names and addresses of places to visit. For example, if your interest is plants, you might find places in the phone book under headings like these:

Florists—Retail, Supplies, Wholesale
Nurserymen—82 different ones in a big U.S. City
Plants and Trees
Seeds and Bulbs
Fruits and Vegetables—Retail, Wholesale
Artificial Flowers, Plants, Trees

Visit places where the work gets done and talk with folks who do it.

Look through *newspapers and magazines* for stories and ads about your chosen field. Check them for names of places or people who might have information for you. For example, you local paper may carry ads of florists and tree nurseries you could visit to learn about their work. A news report of a bad storm may provide you with the name of a local tree surgeon.

Ask *people you know*. Do any of them work in a job or an organization that relates to your interest? Do they have family or friends, or friends of friends, who could talk with you about their jobs? Add their suggestions to your notebook of names.

Ask people you *don't* know for ideas. You can pick up good information at parties, at church gatherings, at the laundromat, or even standing in line at the supermarket. You never know who might be sitting next to you on the bus or in the dentist's waiting room.

Your list of names should include people who are working in jobs or places that interest you. Now comes the fun! This is what you are going to do:

- *You are going to meet and talk with the people whose names you have found.*
- *You are going to learn about the work they do directly from them.*
- *You are going to ask for advice and ideas about where you might fit in that line of work.*
- *You are going to ask them for help in meeting other people to talk to about their work.*

While you do this, you will get an inside look at a job or field of work. You will find out what is happening in that field. You will meet many people in the field—and you will make friends with some of them. And you will be practicing your job interview skills.

While you do this, *you will not be asking for a job*. So you do not need to be nervous about blowing an interview. True, some people will refuse to see you—and some will make you feel stupid. Forget them and try someone else, because many *will* talk with you—and help you. So what have you got to lose by trying? Here's how:

1. *Before You Go*

1. From your list of names, pick out three persons you know or places you feel easy about visiting.

2. If you do not have a name of a person, call the place. Ask for the name of the person who does the kind of work you're interested in. For example, "Can you please give me the name of your *'nursery technician'*." Get the correct spelling of the name and the title.

3. Decide what you want to find out from the three you have picked. For example, can they tell you about a job on your list, or what kind of jobs are in their firm, or how to get started on a career.

4. Call or write them, explaining who you are and who suggested you talk with them. Tell them why you want to talk with them. For example, you can say you have been reading about careers in _____ and would like to find out more from people already in the field. Ask if you can come talk

with them for 15 or 20 minutes. If you are on the phone, set a date and time to be there. If you are writing, say you will call to make an appointment. Thank them.

5. When someone agrees to see you, *be sure to find out when and where to go.* Find out as much as you can about the place ahead of time.

6. Plan what you want to ask. Have a few key questions ready. You can use the guide on page 23 to plan, but don't ask too many questions.

7. Decide what to wear, the same as you would for a job interview. Take along your notebook (for names).

8. Leave home early so that you can get to your appointment *on time.*

2. *During Your Visit*

1. Introduce yourself. Shake hands, and tell the person how glad you are to have a chance to talk with her. Remember, most people like to talk about their work. Usually they are glad to help someone get started in the right career. However, you must be serious about your interest in the work. *Don't waste their time or your own.*

2. Behave in a friendly but business-like manner. Don't chew gum or smoke unless invited.

3. *Listen* with interest. Pay attention and show you really are interested in what they have to say.

4. *Be sure* to ask for names of other people to talk to. Write them down in your notebook.

5. When the interview comes to an end, thank the person for her time and help. Shake hands, smile and say goodbye.

You will be asking for advice.
You will not ***be asking for a job.***

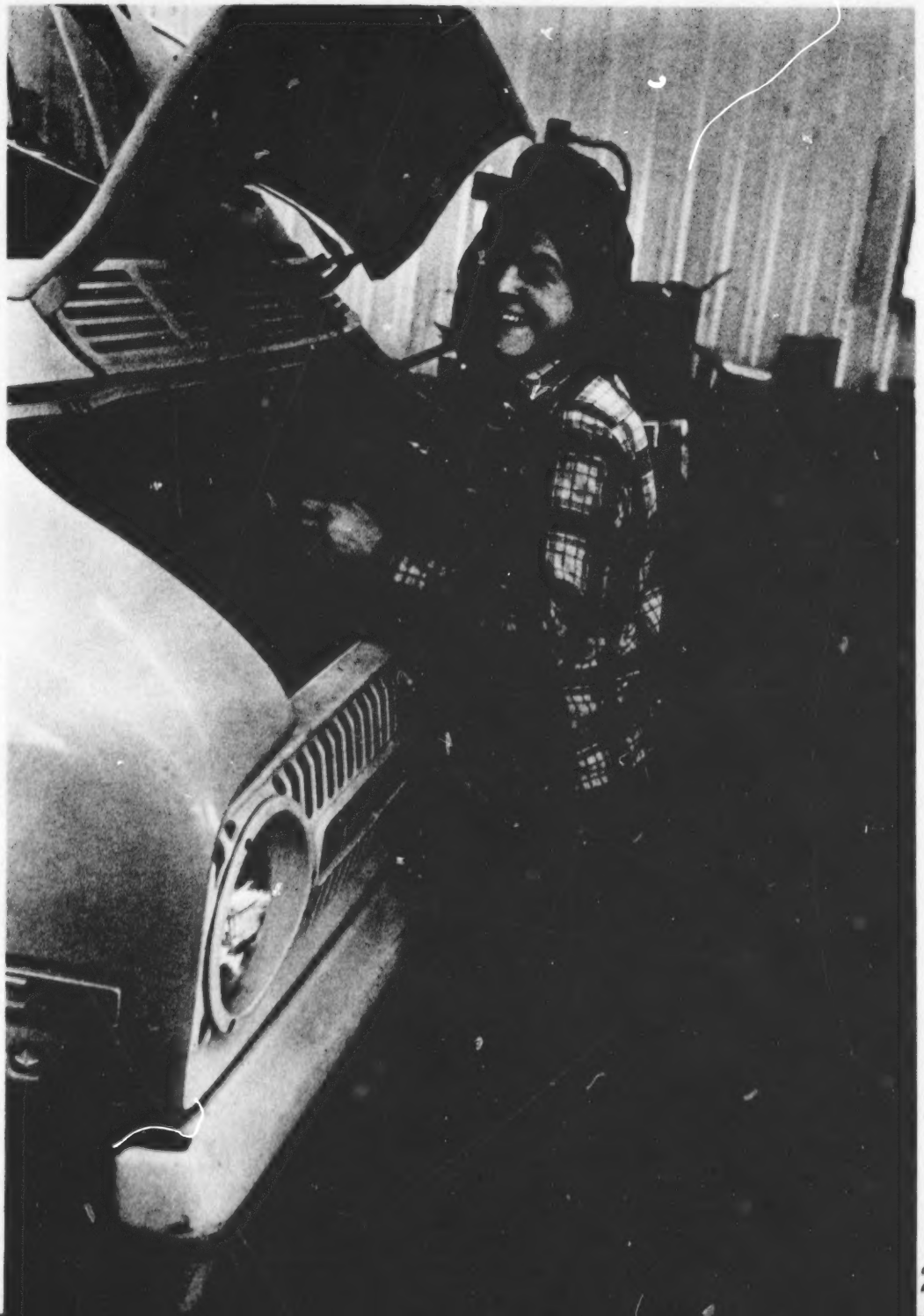
3. *After Your Visit*

1. Write a short thank you note after every interview.

2. Make appointments with the people you've just added to your list.

3. Make notes about what you learned in the visit. If you got along very well with the person, put a star by the name. You will want to stay in touch with people who are helpful and friendly.

From talking with people on the job, you can get a much better idea about what it would be like to have such a job. You will get ideas about other jobs you might like. You will become clearer about where you would (or would not) like to work. You can get other people's opinions about where your skills fit. So keep on following every lead that can help you. The more places and people you visit, the better your chances of finding the right spot for yourself in the world of work.



Finding Out About Jobs:
What To Ask the People Who Do Them

What the work is like

What do you do in a day's work?
(Use action words when you ask some one to describe what is done on a job (like lift, stand, write).

Do you lift things? Carry things? Stand much? Sit at a desk?
Do you need muscle to do the work?
Do you work with any tools? Where did you learn to use them?
Do you work with any machines? How did you learn to use them?
Do you work with paper? Write reports? Keep records? Read a lot?
Do you have new things to do or learn every day? Week? Month?

How do you know if you've done a good job?

Can you seek what you've done? Can you measure how much you do?
Do you compete with others to see who is best?
How can you tell if you are as good as or better than others who do this job?

How do you work with other people?

Does someone tell you what to do each day? Do you have a helper?
Do you tell others what to do?
Do other people do the same things you do? Do you work closely with someone else?
Do you work mostly by yourself?
Do you meet many new people at work?
Do you talk to people on the telephone very much? In person?

What the place is like

Are most jobs like this in offices? Out-of-doors?
Is the place quiet? Noisy? Dirty? Clean? Busy? Calm?
Are jobs like this done in many places? Cities? Small towns? Suburbs? Country areas?
What kinds of work clothes are needed for this job?
What are the hours you work? Days? Nights? Overtime?

Do the hours change from day to day or week to week?
Are there busy times and slow times?
Do you take work home? Work evenings or on weekends?

What do you like best about working in this job? For a company like this?
What do you dislike about the job? The field?
What are the biggest problems for workers in this kind of job? Field?

What training is needed

What kind of training or education is needed for this job?

Where did you get your training? How long did it take?
Do you need to pass a test or get a license for this job?

What kind of work experience is needed for this job?

Where did you work before this job? How long?
How did you get this job? Did your other jobs teach you things you need in this job?
Where can a beginner get good experience to move up to this job?

How do people usually get into this field?

How did you get into this field? Would you do it again? Differently?
Do you think this would be a good job or field for someone with my background and skills?
Can you think of other jobs that would be better for someone like me?

What does it take to be good at this work?

Any special personal qualities or strong points?
Any physical skills? Talents?

What this job might lead to

Does this job prepare you for a better job?

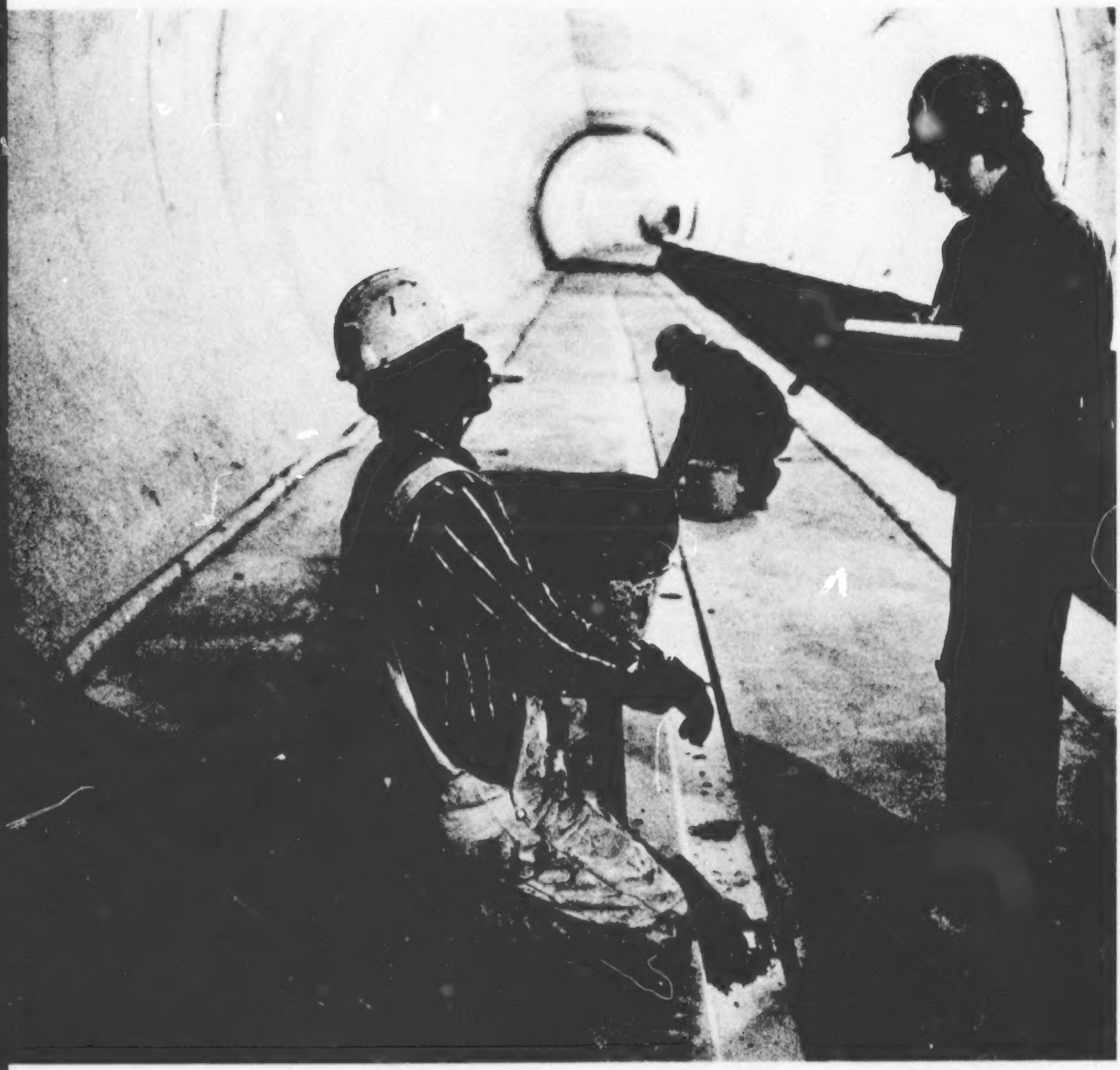
What jobs can you move into after this one?
Can you keep moving up in a company like this?
Can you keep moving up in this field? What would help?

Are there many jobs like this? Are there too many people already in this field? Do you think the field is growing? Shrinking?
Is it easy (hard) to find jobs in this field in other places?

What is the starting pay for a beginning job?
What do you think the pay would be after two years? Five years? Ten years?
Are there risks in this job? In this field? What are they?
Are there rewards that make the job very good? What are they?

Do you know other people I could see to learn about jobs like this (or about this field)? (Try to get three new names.)

To size up a job, you need to see how well it matches your picture of yourself.



3. SHOPPING LIST: JOB TARGETS & CAREER GOALS

Window shopping for clothes gives you a better idea of what to buy. You'd love a leather coat, but can't afford it. Turtlenecks are the rage—but they make your neck itch. If you skip an extra pair of shoes, you can invest more in a good wool suit.

As you shop around, you begin to make choices. You decide what's first on your shopping list, what gets scratched. If you can't have everything, you have to decide what is most important to you and what you can give up without really hurting.

The same thing is true in making career decisions. Shopping around the job market gives you a better picture of what your choices are. Selling records may sound like fun until you find out the hourly pay. Being a doctor brings big bucks, but you have to get through years of medical school first. You'd like to be an airline pilot, but you don't want to go that far away.

As you learn about jobs, you also learn more about yourself. What is really important to you? What does it take to get it? Is that possible? Is it worth it? The exercises that follow can help you zero in on your real job targets.

Decisions, Decisions!

No one can tell you which job to take or what career is best for you. But we can help you sort out what you've learned about yourself and the job market. Then you can decide which jobs are your best bet—and go after them!

At the beginning of this book, we asked you to do a profile of yourself—your strong points, interests and skills. But as you learn about the job market, you will see your skills in a new light. You will get a better picture of what really matters to you and what you want.

To size up a job, you need to see how well it matches your picture of yourself.

Do you have the right skills to do it, or can you learn them?
Does it hold your interest?
Will it lead to other jobs that sound good to you in the future?
Will it pay the rent?

In deciding which jobs to look for, check out the points listed under Job Check List on page 26.

If a job doesn't match up very well, rule it out. Keep exploring only those that seem to fit. They are your job targets, the ones you want to find.

JOB CHECK LIST

Will this kind of job:

- ☐ call for skills you have or want to build
- ☐ offer experience for moving up
- ☐ suit your tastes and interests
- ☐ suit your style of work
- ☐ have a good future
- ☐ help you move closer to where you want to be
- ☐ lead to greater pay
- ☐ lead to bigger personal rewards
- ☐ draw on your strong points

4. TO MARKET, TO MARKET: GETTING THE BEST CAREER BUY

Shopping for clothes is easy when you know what you want to buy. But you have to have what it takes (like cash or credit) to get it.

Shopping for a job is easier when you know what kind of job you want. But you also must have what it takes to get it. And that involves paperwork.

If you want to look good, start with the way you look on paper. Mistakes make you look sloppy or lazy. A clear, clean letter or job application gives a good impression. So whatever you write should be right. Here are some tips to help you:

Presenting Yourself on Paper

Job hunting almost always requires some paperwork. The most common kinds are job applications, letters and a resume. Let's start with the easiest:

Job Applications

Many employers will ask you to fill out an application form. When they do, ask if you can take it home. You are less likely to make mistakes if you have plenty of time and a quiet place to work. If you cannot take the form home, ask for an extra copy. It will be easier to fill out the form if you have your completed Profile, including references, with you—plus some extra paper and a good pen.

The first thing to do with an application is: READ it. Do not write anything until you have read the whole form. If a question is confusing, find out what it means.

Use the extra copy of the form or blank paper to write out your answers. Then copy your answers carefully on the final form. If possible, type them; if not, print them neatly and clearly *in ink*.

Be sure you answer *all* the questions. Write "N.A." (not applicable) after those which don't apply to you (for example, Military Service). In every case, be honest. Most of the questions have simple answers, but a few can be tricky, like:

Salary Desired: You can write "open" or "negotiable," or you can give a figure based on what you know such a job pays.

Reason for Leaving: Be honest, but polite. Do not say anything bad about a former employer—or yourself. A reason which is often both truthful and useful is that you were looking for "upward mobility" or "career advancement."

Now study the sample job application in Profile L. Get help with parts you don't understand. Practice filling out the form correctly. Get copies of other job applications from local employers and learn how to fill them out, too. Practice helps. Keep the completed forms with your Profile.

Letters

You may want to get information, ask for appointments, or apply for a job by letter. After any interview, you should write a brief note thanking the person for meeting with you. Your local library has books on business letters. Here are a few basic hints:

Contents:

Know something about the company you are writing to.

Get the name of the best person to write to. Be sure you have the correct name, title and address.

Explain why you are writing (for information, job interview, thank you).

If you want information, say what you need and ask for an appointment to talk about it.

If you want a job interview, relate some of your skills to the job. Ask for an appointment. Include your resume, if you have one.

If you are thanking someone after an interview, add information about yourself that you forgot to say during the interview.

Style:

Keep the letter simple, direct and brief.

Use short sentences and paragraphs for easy reading.

Type the letter and keep a copy for your files.

Use indented paragraphs.

Check the letter very carefully for mistakes.

Don't forget to sign it.

SAMPLE FORM TO USE FOR YOUR RESUME

YOUR NAME
Street Address
City, State Zip
Telephone *

EXPERIENCE:	Include important jobs (paid or unpaid). Start with the most recent and work backward. Give the employer's name, dates of employment and your major duties. Use those which relate to the new job you are seeking. Your Profile can help you here.
EDUCATION:	Start with the most recent and work backward. Give the name of the school or training program, dates you attended and diploma, certificate or degree received. If you graduated with honors, be sure to state that.
SPECIAL SKILLS:	List machines you can operate and related licenses, if any. List typing and shorthand speed, if related to job you are seeking. Mention honors, awards or achievements related to job you seek.
REFERENCES:	Write, or type, "Available on request." **

* Include a number for messages if you can.

** Do not list names of your references here. Have them ready on a separate sheet of paper, in case an employer asks for them. Two or three names are usually enough. Be sure you have already asked your references if it is all right to use their names.

Resumes

A resume is like an ad—it advertises you. It gives an employer a picture in words of you as an employee. It presents your skills, your achievements and your ability to get the job done. Employers want to get a job done—well.

A resume is *not* a personal history. It can't tell everything about your work or your life. Most employers aren't interested—they're busy. They have a job to do. They want to know if you can do it.

A resume *can't* get you a *job.* A resume is supposed to get you an *interview* for a job. It should make an employer want to meet you.

Writing a resume is painful, even for people who like to write. Try to write one anyway. You may not need it, but it will help you sharpen your job targets. Writing a resume helps you see yourself the way an employer would. It reminds you of what to talk about in an interview. It gives your ego a boost. When you're job hunting, your ego needs that.

Before you write your resume, you must know the kind of job you want. You must know what skills and qualities are needed to do that job well. Once you have your job target in mind, look through your Profile for experience, strong points, and skills which fit your target. Pick out those that show you can do the job and put them in your resume.

Think of it this way: When you dress to go out, you look through your closet for clothes that will give the impression you want. You dress for the occasion, for your mood, or for a special person. When you write your resume, you look through your closet of skills and pick out those which will give the right impression for this occasion (a job) and this special person (an employer).

To get an idea of what a resume looks like, study the sample on page 28. Here are some other tips to help you write one:

Information to Put in Your Resume:

- Write your resume for the job you have in mind.
- Include your strongest skills and experience related to that job. Describe them briefly but completely.
- List achievements, how you solved problems or made improvements. If possible, use numbers or facts to show the results of your work. In other words, blow your own horn.
- Use action words (like operated, handled, sold, built, designed).
- Be brief, clear, honest.
- Describe a volunteer (unpaid) job the same way as a paid job. Do not say it was "volunteer."
- Do *not* include family or personal information (like age, weight, religion).
- Do *not* give salary or reasons for leaving a job.
- Do *not* give names of references.

How to Arrange the Information:

- Use standard paper (8½" × 11"), white or off-white.
- Begin with your name, address and telephone number.
- Double space between sections for easy reading.
- Use only one or two pages.
- Do not crowd the paper.
- Choose words carefully and spell them correctly.
- Do not give out copies which are not *very* clear, clean and easy to read.

Before you make a final copy of your resume, show it to several people and get their suggestions. Rewrite it if you can improve it. Type it if you can. Check it *carefully* for mistakes in English, spelling or typing. Have a few copies made; don't get too many to start—you can always get more if you keep the original. And you can always change it when you want—or need—to.

Writing a resume helps you see yourself the way an employer would.

Getting In on the Grapevine

Paperwork is important. But so is people-work. Go back over your list of names and pick out the people who were interested in you. Choose those who liked or helped you. Pick those in places where you would like to work. Get back in touch with these people, now that you are clearer about the kind of job you want and have your paperwork in shape.

You can either telephone or write. You can send them your new resume. Be sure to remind them of your first visit and thank them again for their help. Tell them what kind of job you want and ask if they know of other people to see or places to go. Ask them to let you know if they hear of anything that might be opening up.

Tell everyone you know what kind of job you're looking for. Get names of people they know or places to go where such jobs might be found.

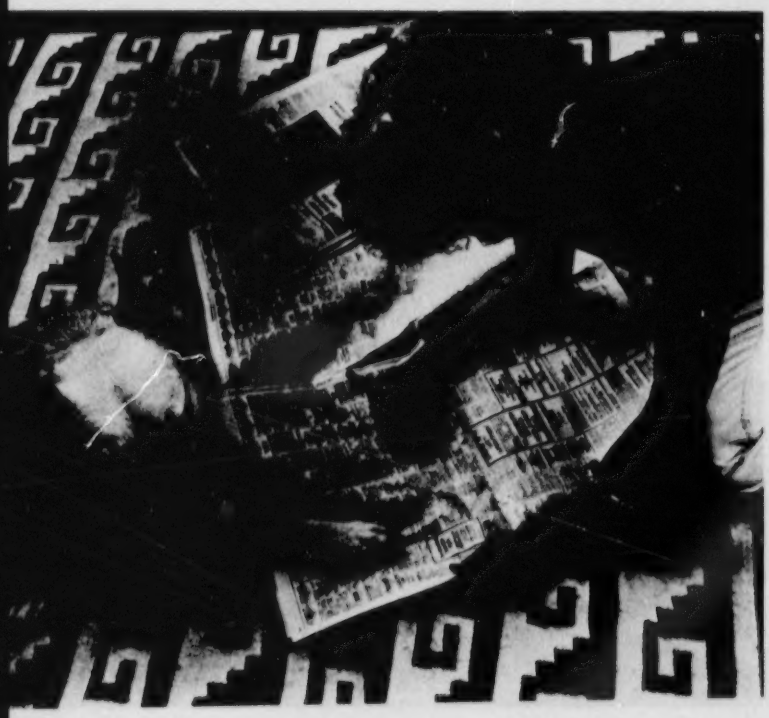
Read the newspaper and the ads, looking for job listings, training programs or leads to the kind of job you want. Get names of people to see about possible jobs. Write or call them for an appointment. Go and see them. Give them a copy of your resume.

Let your state employment office know what kind of job or training you're looking for and check their listings regularly. Look for listings on community bulletin boards, in libraries or government buildings.

Sometimes you can do *temporary or volunteer work* in a place where you want to work. If you show the kind of work you can do, you may be first to hear when a job opens up. Or you may pick up inside tips on jobs outside that organization. A lot of people get jobs because they heard about them on the grapevine.

When you're job hunting, you need to get in on the grapevine, too. Keep looking for new places to go and people to see. Keep in touch with everyone you meet who might be helpful. And always, *always* let folks know how much you want to work in this field— *and* how much you appreciate their help.

Getting to see people about jobs is hard work. The people you know and the way you present yourself on paper can get you in the door. But the way you present yourself in person can get you the job. Therefore, *before* you call or appear for a job interview, prepare for it. Here's how:



Presenting Yourself—in Person

Job interviews are just plain scary. Nearly everyone has nightmares about falling over a chair, choking on an answer, or blowing the chance to get a good job. The following tips may help you seem cool even if you're not. The secret is to be prepared.

Before the Interview

Find out all you can about the company. Write down the questions you want to ask about the business or the job. Plan how to handle questions they may ask.

Find out whom you are going to talk to (name, title), where and when to be there.

Plan what you will wear. When you look good, you feel good and seem more sure of yourself. The way you dress should fit the work (no far-out styles or heavy make-up).

Take along your resume, your Profile and your references. You may be asked to fill out an application before your interview.

Leave plenty of time to get to the interview. You may catch a slow bus or have trouble parking. Extra time gives you a chance to get yourself together—check your appearance, review your questions and what you want to say. Then walk—don't run—to the right office.

While you're waiting, try to get an idea of what it would be like to work there. Do people look unhappy? Bored? Overworked? Talk with the secretary or watch what's going on. Remember, you're shopping for a job you'll like. This may—or may not—be the place.

If you are asked what you're going to do about child care, just say you have taken care of that. (And be sure you have.)

During the Interview

Shake hands when you meet your interviewer. Smile, greet the person by name.

Speak clearly. *Listen* carefully. Respond with interest and confidence. Look your interviewer in the eye.

Be businesslike. Don't chew gum (or your fingernails). Don't slouch in a chair.

Look alive. Show interest in the company and the job. Ask questions that show you are serious about your work—and theirs. (Don't get into pay, vacations or sick leave unless the employer does. You can discuss those *after* you're offered a job and *before* you take it.)

Be open when you answer questions—but don't talk too much.

Don't be afraid to blow your own horn or tell what your good points are.

Don't worry if you are not offered a job during the interview. The employer may not be ready to decide. You can ask when they will be making a decision, however.

When the interview is over, thank your interviewer, smile, shake hands and leave. Find a place to relax, and write down some notes about what went on, before you forget.

After the Interview

Write a short thank you letter after every interview. If you forgot to mention a strong point, you can add it to the letter. You can also let the employer know that you are still interested in the job.

If you have not heard anything after two weeks, call to find out about your application.

When an interview bombs, you may want to forget it. However, even a bad one can have a good outcome. It pays to review what went wrong. Then figure out how to keep from making the same mistake again.

Sometimes an interview goes well, but you don't get the job. In such cases, you may be able to get leads to other employers. You may also be able to find out *why* you *didn't* get the job—often very useful to know. Maybe the boss' third cousin was hired. Maybe the job was not filled because of cutbacks in money. Maybe you didn't get across the fact that you really could do the work—or wanted to.

> An example: *After losing out on several jobs, Sondra K. was DOWN. Everyone was telling her no, but she didn't know why. "What've I got to lose?" she asked herself—and sent off letters to everyone who had turned her down, asking for advice. Most of them answered, told her why she didn't get the job and suggested other places to try. They were glad to help her.*

If you hit it off with someone in an interview, stay in touch with that person. She may hear of other jobs like the one you want. The job you lost may open up again, and you could be the first to find out about it.

How to Handle Questions

The way you handle questions in a job interview plays a big part in winning—or losing—a job.

In general, you should be yourself. Be open and honest. On the other hand, you don't want to talk yourself out of a job by talking too much. For example, be prepared to answer questions about yourself. But don't get trapped by talking about your personal life. Keep your eye on the ball—keep your mind on the job. Here's what we mean:

> *Suppose you're applying for a job as a bank teller and the interviewer says, "Tell me about yourself." Don't carry on about how you love to sleep late in the morning. (That may suggest you'll be late to work a lot.) Don't talk about your love of travel. (Most tellers don't take long business trips.)*
>
> *Instead, talk about your lifelong interest in a banking career, or your skill in math. Or tell about your summer job as a cashier, where you learned to handle money, make change, and deal with all kinds of people.*

When you are asked personal questions (about marriage, family), let the interviewer know that your private life is under control and will not cause problems on the job. For example, if you are asked what you're going to do about child care, just say you have taken care of that. (And be sure that you have.)

Be prepared for questions like the ones on the following pages. These often come up in interviews. You can handle them if you think through some good answers before you start applying for jobs.

Keep in mind what you want the interviewer to know about your ability to do the job. Find ways to bring out these points.

> For example: *We know a woman who knew just what job she wanted and had been trained to do. She worked very hard to get ready for her interview. She knew how to answer questions. However, her interviewer didn't ask the right ones. So our friend told him everything she knew about the work. He still didn't have much to ask. So she asked him some questions about the company and the work. He was impressed. She got the job.*

If you learn to handle questions—and job interviews—well, you'll get a job, too.

Let the employer know you want to learn and grow.

Sticky Questions

Questions like these often come up in interviews. They can be sticky if you're not ready for them. But you can also use them to sell yourself. Think of answers that will score points for you as the best person for the job.

1. What do you know about our company?
   Say something good about it, like its record of good service or fine work. Or say how you've always been interested in _____. To do this well, read about a company before your interview.
2. Where would you like to be five years from now?
   Keep your answer on your job goals, not life in general. You don't need one set career goal, but you do need to let an employer know you are serious and responsible about your work and that you want to learn and grow.
3. Why do you want to work for us?
   Don't say it's because of the good pay or short hours, or because you have friends there. Let your answer suggest you will be a loyal, hard worker—because you are very interested in the product they make, the service they offer, a chance to learn more about the field, a chance to get experience in the best known firm in your area, etc.
4. What did you like *best* about your old job?
   Mention duties or skills that relate to the job you're seeking. This gives you another chance to stress the experience or skill you have to offer your next employer.
5. What did you like *least* about your old job?
   Think of something that would not cause a problem in a new job. Suppose you are being interviewed for a job with a fast pace (very busy). You could say you disliked your last job because the place was very quiet and the pace was too slow to hold your interest. Never spread bad news about a person (even if you did *hate your boss) or a former employer.*
6. How much *money* do you want if we offer you this job?
   Turn the question around: ask what their pay range is. Try to avoid a fixed answer until you have some idea of what their top offer might be. Don't begin an answer with "I need _____." Pay is based on what you are worth to the firm in this job, not *what suits your needs.*
7. How does your *family* feel about your working nights (or on weekends, or traveling)?
   Let the person know your private life is under control. Keep your answer short. For example, "They have no objections," or "That is not a problem."
8. Don't you think you are a little too *old* (or *young*) for this job?
   Use your age as a strong point. Or humor may help. Or turn the question around. Ask the interviewer what problems he thinks your age would create. Then deal with those concerns.
9. Why did you *leave* your last job?
   Say something positive but honest. Maybe you were ready for more responsibility or wanted experience in a new area. Do not *say bad things about your old boss or employer.*
10. What were your *outstanding achievements* in school?
    Mention those related to the job. For example, if you are seeking a job in sales, the following would be worth mentioning: selling the largest number of ads for the school yearbook; winning a prize for your work in a Junior Achievement company; convincing local business to contribute prizes for a school or club raffle.
11. How are you going to take care of your *children* if you're working?
    Be brief. Let the interviewer know you have already made satisfactory arrangements. The key is to give an employer a feeling of confidence about your ability to handle a job well. That includes keeping your private life under control.

48 Any Street
Home Town, Maine 12345
Date

Place of Business
83 Another Street
Big City, Maine 45678

Attention: Mr. Any Name, Name of Department

Dear Mr. Any Name:

When he heard about my interest in the field of electro-mechanics, Mr. Robert Grayson suggested I talk with you. I am now taking my first course in electricity.

Before I decide on a specialty, I need to get a better understanding of jobs in this field. Therefore, I would like to meet with you to discuss your work as a telephone installer.

I will call you early next week to set a convenient time and date. I look forward to meeting you, especially since Mr. Grayson spoke highly of your skill and experience.

Sincerely yours

Rose Mathews

Rose Mathews

48 Any Street
Home Town, Maine 12345
Date

Place of Business
83 Another Street
Big City, Maine 45678

Attention: Mr. Any Name, Name of Department

Dear Mr. Any Name:

Thank you very much for meeting with me on Wednesday to talk about jobs in the telecommunications industry. I now have a much better picture of what my opportunities would be if I pursued a career in this area.

I have called Ms. Anita Walker, as you suggested, and have an appointment to meet with her next week. Again, thank you very much for your help. I will keep you posted on my progress.

Sincerely yours,

Rose Mathews

Rose Mathews

5. FINAL SALE: IS IT A GOOD BUY?

Getting a bargain in clothes begins with finding something you really like and want. But check it out before you say, "I'll take it." Is it well made or full of flaws? Is it fairly priced? Does it fit? Will it wash? These are the kinds of questions smart shoppers want answered. You may not find the perfect outfit at a price you can pay. But you can decide whether to make do with last year's suit, or settle for your second choice, or keep looking. Life is full of trade-offs, especially when you're shopping for a job.

When you're offered a job, it's tempting to shout, "I'll take it!" Don't—until you're sure the choice is right for you. That may mean taking a little time to think over its good and and bad points before you say yes.

On the other hand, don't turn down a job just because it has some drawbacks. All jobs do, especially when you're just starting out. Even a job with bad points can be good if it fits your career plans.

When you're deciding, it helps to keep in mind that a single job is not forever. You can take one to gain a skill or some special experience. You can leave it when you are ready for a new step up in your career.

Before you accept a job, you need to think about certain questions, like those on page 26. An employer can answer some of them; you must answer the others for yourself. When you do, remember—there are no perfect jobs. But you can get a good buy. We hope you will.

There are no perfect jobs.
But you can get a good buy.

Picture yourself working.

IF YOU WANT MORE HELP

We think these books are useful and easy to read:

LAUNCHING YOUR CAREER. Catalyst. New York: Catalyst, 1976.
Good job hunting information; other Catalyst books are useful too.

WHO'S HIRING WHO. Richard Lathrop. Berkley: Ten Speed Press, 1977.
Practical advice on how to hunt for a job.

ON YOUR OWN: 99 ALTERNATIVES TO A 9 to 5 JOB. Kathy Matthews. New York: Vintage Books, 1977.
Read this for ideas.

SWEATY PALMS: THE NEGLECTED ART OF BEING INTERVIEWED. H. Anthony Medley. Belmont, Canada; Wadsworth Publishing, 1978.
Useful and funny book on how to get through the interview and get hired.

GET THE BEST OF YOURSELF! Katherine Nash. New York: Grosset and Dunlap, 1976.
Good tips on how to find your strong points and use them to get a job.

HOW TO SUCCEED IN THE BUSINESS OF FINDING A JOB. Phoebe Taylor. Chicago: Nelson-Hall Publishers, 1975.
A down-to-earth look at how people find jobs from one who knows how people get hired.

THE UNCLE SAM CONNECTION. James E. Hawkins. Chicago: Follet Publishing Co., 2nd edition, 1978.
A good book on how to get a Federal government job.

HOW TO GET COLLEGE CREDIT FOR WHAT YOU HAVE LEARNED AS A HOMEMAKER AND VOLUNTEER. Ruth B. Ekstrom, Abigail M. Harris and Marlaine D. Lockheed. Princeton: Educational Testing Service, 1977.
Helps you to see how your life experiences can be translated into work experience when you look for a job.

JOBS IN SOCIAL CHANGE. Social and Educational Research Foundation, Philadelphia, 1975.
Talks about jobs in community action and public service groups.

PROFILE: PICTURE YOURSELF WORKING

When you have completed the forms in this section, keep them in your files. Be sure you get some extra copies of the forms before you write on them.

Forms included are:

A —Great Moments: What Was Happening?
B —Great Moments: Why Did I Feel So Good?
C —Strong Points
D —On the Job
E —More About Yourself
F —Forget List
G —Picture a New Job
H —Job Shopping List
J —References
K —Every Place I've Lived
L —Sample Job Application

NOTE: To avoid confusion with the letter "1," there is no Profile I.

GREAT MOMENTS -- WHAT WAS HAPPENING?

I have felt good about--or I have really enjoyed--doing these things:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

GREAT MOMENTS -- WHY DID I FEEL SO GOOD?

Go down your list of things you enjoyed. In the space below, write the number of the activity on your first list. After each number, write all the reasons you have for feeling good about that activity. Make extra copies of this form before you write on it. Use as much space as you need.

Number	Why I Liked It
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	

PROFILE C

STRONG POINTS

I can show that I am especially good at:

ON THE JOB

Make about 10 extra copies of this form before you write on it. You will need one for every job you have had--and then some. Start with the job you had most recently and work backwards in time. Don't forget to include jobs you did without pay. Use a new page for each job.

Job title_____ From_____ To_____

Employer_____
(Supervisor) (Title)

_____
(Name of Company)

_____
(Address)

_____ _____
(Telephone Number) (Salary)

Job Duties (What I Did)	How Well I Did This

Special talents or personal qualities needed to do this job:

_____

_____

_____

PROFILE E

MORE ABOUT YOURSELF

Fill this out after you finish Form D.

Training Programs or Schools You Attended	(From - To) When	Certificate/ Diploma/Degree

Your Best Subjects	Honors, Awards

Outside Activities and Hobbies:

Can You Fix Things (like broken dishes, jewelry, toys, household equipment, furniture) If so, what can you fix?

What Tools Can You Use?	What Machines Do You Know How to Use?

List Any Other Special Skills You Have:

PROFILE F

FORGET LIST

In Past Jobs, I Did Not Like:	I Disliked This Because of:

PROFILE G

PICTURE A NEW JOB

From all the things you have done or can do, list only the ones you would enjoy doing in a new job. Put an X by the skills that need improving.

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

PROFILE H

JOB SHOPPING LIST

JOBS WORTH EXPLORING Ones I might enjoy now or in the future	1 Jobs I Can Do Now	2 Jobs I Could Train For
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐
_____	☐	☐

PROFILE J

REFERENCES

List people who know you or your work very well. Do not list members of your family. You can use names of former employers who were pleased with your work, teachers, your minister or family doctor, or family friends who know you well.

Before you give people as references, ask if they are willing. If you can, tell them about the job you are seeking so that they will know which of your strong points to mention. Send them a copy of your resume to keep them up-to-date on your experience and skills.

Be sure to thank your references for their help and let them know when you get a job.

(Be sure you have extra copies of this form before you write on it.)

NAME_____ TELEPHONE_____

ADDRESS_____

JOB AND TITLE_____

HOW LONG HAVE YOU KNOWN EACH OTHER?_____

NAME_____ TELEPHONE_____

ADDRESS_____

JOB AND TITLE_____

HOW LONG HAVE YOU KNOWN EACH OTHER?_____

NAME_____ TELEPHONE_____

ADDRESS_____

JOB AND TITLE_____

HOW LONG HAVE YOU KNOWN EACH OTHER?_____

NAME_____ TELEPHONE_____

ADDRESS_____

JOB AND TITLE_____

HOW LONG HAVE YOU KNOWN EACH OTHER?_____

NAME_____ TELEPHONE_____

ADDRESS_____

JOB AND TITLE_____

HOW LONG HAVE YOU KNOWN EACH OTHER?_____

PROFILE K

EVERY PLACE I'VE LIVED

DATES		ADDRESS
From	*To*	*(Include Zip Codes)*

PROFILE L

SAMPLE JOB APPLICATION

PERSONAL INFORMATION

Date _____ Social Security Number _____

Name _____
Last First Middle

Present Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Phone No. _____ Height _____ Weight _____

If Related to Anyone in our Employ, State Name and Department _____

Referred By _____

EMPLOYMENT DESIRED

Position _____ Date You Can Start _____ Salary Desired _____

Are You Employed Now? _____ If So May we Inquire of Your Present Employer _____

Ever Applied to this Company Before? _____ Where _____ When _____

EDUCATION	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

Subjects of Special Study or Research Work _____

What Foreign Languages Do You Speak Fluently? _____

Read _____ Write _____

Activities Other Than Religious (Civic, Athletic, etc.) _____

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS.

APPLICATION FOR EMPLOYMENT

PROFILE L continued

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				

REFERENCES: Give Below the Names of Three Persons Not Related To You, Whom You Have Known At Least One Year.

Name	Address	Business	Years Acquainted
1			
2			
3			

PHYSICAL RECORD:

List Any Physical Defects

Were You Ever Injured? Give Details

Have You Any Defects In Hearing? In Vision? In Speech?

In Case of Emergency Notify

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date Signature

DO NOT WRITE BELOW THIS LINE

Interviewed By Date

REMARKS:

Neatness		Character	
Personality		Ability	

Hired For Dept. Position Will Report Salary Wages

Approved: 1. 2. 3.

Employment Manager Dept. Head General Manager

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